



LEVEL 2 AND LEVEL 3 SITE PLAN Summary Checklist



I. SUBMITTAL INSTRUCTIONS

Applicability: Use this checklist for **Level 2 and Level 3 Site Plans** which are defined as site plans with:

- **Level 2:** A maximum of 200 square feet of new impervious surfaces added; no required or proposed changes in stormwater management; no more than 200 square feet of new building area; and less than 12,000 square feet of land disturbance.
- **Level 3:** More than 200 square feet of new impervious surfaces added; no required or proposed changes in stormwater management; no more than 1,000 square feet of new building area; and less than 12,000 square feet of land disturbance.

Submit To: Durham City-County Planning Department, 101 City Hall Plaza, Durham, NC 27701

Submittal Deadline: **Level 2 Site Plans** are accepted by appointment **ONLY** every Tuesday between the hours of 8:30 – 11:30 AM and 1 – 4 PM. Please contact Lee Davis at 919-560-4137, ext. 28216 or Lee.Davis@DurhamNC.gov to schedule an appointment.

Submittal Format: Plans must be submitted to scale in a digital PDF format (*scanned original plans in sequential order, with professional seal & signature*), and paper copies of plans must be stapled and folded with a maximum sheet size of 24" x 36".

Incomplete Submittal: If a submittal is deemed incomplete for processing the applicant will be notified at the submittal appointment, and the submittal will be returned to the applicant.

For More Information: Contact Alysia Bailey Taylor, Planning Supervisor (Alysia.Bailey-Taylor@DurhamNC.gov), or another member of the Development Review Team at 919-560-4137.

II. SUBMITTAL CONTENT ('d' next to a number indicates a digital copy is required)

# of Copies	Submittals must contain the following components and must be complete:
1	<input type="checkbox"/> Site Plan/ Preliminary Plat Application
1	<input type="checkbox"/> Check for review fee payable to "City of Durham" (see Section IV below)
6 & 1d	<input type="checkbox"/> Site Plan, stapled in sets and folded (Digital plans must be "to scale", PDF format, scanned original plans, with professional seal & signature)
1 & 1d	<input type="checkbox"/> A sealed, signed letter from a Professional Engineer or Registered Landscape Architect explaining changes in impervious surfaces.
1 & 1d	<input type="checkbox"/> Stormwater checklist (sealed and signed) for the correct jurisdiction (or both). http://durhamnc.gov/985/Forms-Applications
1 & 1d	<input type="checkbox"/> Utility Impact Analysis (http://durhamnc.gov/985/Forms-Applications)
2 & 1d	<input type="checkbox"/> FIRM panel map (legible with site drawn to scale)
2 & 1d	<input type="checkbox"/> USGS maps (legible with site drawn to scale)**
1 & 1d	<input type="checkbox"/> Stream delineations or permits (for ephemeral streams or stream intrusions)
1 & 1d	<input type="checkbox"/> Floodplain Development Permit (for projects proposing land disturbing activity within the Floodplain)
6 & 1d	<input type="checkbox"/> Architectural elevations (for projects in design districts, all non-industrial, non-residential buildings over 100 feet in length visible from a public street or adjacent residences, or as required by rezoning development plan) and parking plans for parking garages (include as part of plan set)
1 & 1d	<input type="checkbox"/> Waiver for plans with pending Development Plans and/or Annexation (and submitted as a City case)
1 & 1d	<input type="checkbox"/> Riparian buffers- no practical alternatives authorization, mitigation, and/or variance application; if Neuse, DWQ approval needed with submittal

III. OTHER CONCURRENT SUBMITTALS

Site plans will not be processed beyond the first review cycle until any required concurrent submittals have been made, as applicable. For information on other required concurrent submittals contact:

Board of Adjustment (Minor Use Permits or Variances)	Jacob Wiggins, Planner (Jacob.Wiggins@DurhamNC.gov)
Historic Preservation (Development Activity within a Historic District)	Karla Rosenberg, Planner (Karla.Rosenberg@DurhamNC.gov)

IV. FEE SCHEDULE (Effective July 1, 2016)

Level 2 Site Plan	\$500 + 4% technology surcharge = \$520 total fee
Level 3 Site Plan	\$1000 + 4% technology surcharge = \$1040 total fee
Re-review fees, if applicable	Half of original fee, no maximum + 4% technology surcharge, applicable for each re-review after 2 nd re-review (at time of 4 th submittal and each one thereafter)
Site Plan Amendments	Fees are based on the scope of the amendment and are calculated at the applicable rate for level 1, level 2, level 3, or level 4 site plans, or preliminary plats, as appropriate. (complete Site Plan Amendment Application)

Note: Other departments may have review fees that are payable directly to them.

V. SUMMARY CHECKLIST

Site Plans must contain the following elements and information: Unified Development Ordinance (UDO) Sec. 3.7.5

Cover Sheet (or Top Sheet, if there is no cover sheet)

- ☐ Project name
- ☐ Vicinity map with north arrow. Locate project in reference to nearby roads and recognizable landmarks.
- ☐ Overall development map (if part of larger project) with project area clearly identified
- ☐ Site data table: include Property Identification Numbers (PIN) for all properties, Zoning, Watershed, Overlay Districts, River Basin, Current Use(s), Proposed Use(s), Current Impervious, Proposed Impervious, Parking Data, Tree Coverage Data, and Building Square Footage(s) and/or residential density and unit data
- ☐ Contact information for owner, applicant and all consultants
- ☐ Stamping area (lower right corner; SP – 6" x 6")
- ☐ "General Conditions of Approval" box (for standard notes),
- ☐ "Public Works Conditions of Approval" box (for standard notes)
- ☐ "Special Conditions of Approval" box (notes unique to the site)
- ☐ "Revisions to Approved Plans" box for amendments (listing changes from previously approved plan)
- ☐ List of Committed Elements (from rezoning development plan), if applicable
- ☐ List of Design Guidelines (from rezoning development plan), if applicable
- ☐ For Projects with Generators: Indicate fuel type, tank type, tank size and distance to nearest building
- ☐ List the case number and approval date of associated variances and/or special use permits
- ☐ List applicable by-right variations (alternative sidewalk location, payment-in-lieu of sidewalk, parking reduction)

Existing Conditions, As Applicable (on site and within 100 feet of boundaries) - Recent survey recommended

- ☐ Metes and bounds property boundary with north arrow and graphic scale of larger site showing context of the area
- ☐ Property lines of adjacent properties
- ☐ Setbacks/ build-to lines
- ☐ Tier, base and overlay zoning districts (of site and adjacent properties)
- ☐ Land use (of site and adjacent properties) and major improvements within 50 feet of property
- ☐ Adjacent property owners
- ☐ Adjacent streets (name and ROW width, SR if NCDOT roads) and features within the right-of-way
- ☐ Site size
- ☐ Building footprint(s) with square footage and number of stories
- ☐ Built improvements (loading areas, parking, driveways, alleys, streets, sidewalks, dumpsters, lighting)

Existing Conditions, Continued

- ☐ Septic tanks, drain fields, wells, hydrants, water meters, etc.
Culverts (other subsurface features)
- ☐ Utility or other easements (type, size, and whether public or private)
- ☐ Fire hydrants within 500 feet of the site
- ☐ Railroads
- ☐ Cemeteries
- ☐ Open space or common areas (including easements)
- ☐ Topographic contours (2 foot intervals within 100 feet of developed area; 5 foot elsewhere)
- ☐ Water features (name and location)
- ☐ Specimen tree survey (unless waived by Planning Department)
- ☐ Required landscape buffers (UDO Article 9)
- ☐ Flood hazard areas (with Base Flood Elevation (BFE) labeled with correct Flood Insurance Rate Map (FIRM) panel number and date) – field located if near proposed development
- ☐ Stream buffers, drainage ways, wetlands and wetland buffers with setbacks (UDO Article 8)
- ☐ Vegetation (with general description and location)
- ☐ Rock outcrops or other unique site features
- ☐ Steep slopes (UDO Article 8)
- ☐ Durham Natural Inventory sites
- ☐ Durham Historic Inventory sites
- ☐ Conditions from previous approvals
- ☐ Demolition proposed (on this sheet or separate if existing conditions under demolition are illegible)

Proposed Conditions – Site Plan (All Items Drawn, Labeled, and Dimensioned Unless Noted) – As Applicable

- ☐ Base information to remain (clearly distinguish between existing and proposed conditions)
- ☐ Setbacks/build-to lines – UDO Article 7
- ☐ Flood hazard areas (with BFE labeled with correct FIRM panel number and date) (field located)
- ☐ Building footprint(s) with square footage per floor and per use(s), height, number of stories, and entries
- ☐ Distances between buildings, as applicable
- ☐ Parking calculations (vehicle, handicapped, and bicycle) – UDO Article 10
- ☐ Driveways, stacking spaces and parking areas (with number of spaces per bay, space size, and pavement type labeled)
- ☐ Bicycle parking (with rack details) – UDO Section 10.4
- ☐ Handicap aisles, spaces, signage and accessible route to main entrance
- ☐ Sight distance triangles – UDO Section 12.3
- ☐ Sidewalks, walkways, and trails (or payment in lieu request or alternate sidewalk) – UDO Section 12.4
- ☐ Loading, storage, and service areas (with required screening) – UDO Section 10.7
- ☐ Trash handling and recycling facilities (with required screening and details) – UDO Section 7.6
- ☐ Fire lanes and access; storage areas with type of material (especially high-piled stock or storage areas)
- ☐ Utilities (existing and proposed) (above ground utilities to be screened, with details)
- ☐ Open space and greenways (dedicated or reserved) and any proposed improvements within them
- ☐ Stream buffers, drainage ways, wetlands and wetland buffers with setbacks (UDO Article 8)
- ☐ Proposed flagpole locations – UDO Section 7.7
- ☐ Proposed generator location
- ☐ Other site features unique to proposed use
- ☐ Verify conformance with all adopted plans (Durham Walks, Bike/Ped Master Plan, Open Space Plans, etc.)

Proposed Conditions – Grading Plan

- ☐ Limits of land disturbance
- ☐ Grading (contours at 2 foot intervals within 100 feet of developed area; 5 foot elsewhere)
- ☐ Structural improvements with finished floor elevations
- ☐ Stream buffers (label type) with setbacks
- ☐ Impervious surfaces (label and provide calculations)
- ☐ Vegetation types and locations

Proposed Conditions – Grading Plan, continued

- ☐ Retaining walls labeled with top and bottom of wall, with details – UDO Section 9.9
- ☐ Stormwater ponds, bioretention facilities, etc.
- ☐ Preliminary storm drainage features and easements
- ☐ Tree protection fencing with details and standard notes – UDO Section 8.3
- ☐ Land disturbance tree survey results
- ☐ Root protection zones

Proposed Conditions – Utility Plan

- ☐ All utilities (shown underground)
- ☐ Above-ground utilities and equipment (screened and with details) – UDO Section 7.6

Proposed Conditions – Lighting Plan (UDO Section 7.4)

- ☐ Pole mounted fixture locations and details (with height labeled)
- ☐ Building mounted fixture locations
- ☐ Standard notes

Proposed Conditions – Landscape Plan (UDO Section 8.3 & UDO Article 9)

- ☐ Tree coverage calculations and areas, with samples, if applicable
- ☐ Existing vegetation to remain (with root protection zones shown)
- ☐ Tree protection fencing location (reference detail location if on separate sheet)
- ☐ Proposed landscaping (meeting minimum size and species mixing requirements)
- ☐ Plant list (keyed to plan and showing what requirement each plant will fulfill)
- ☐ Landscape buffers (labeled with slope, required opacity, width, and required plantings)
- ☐ Stream buffers (with 10 foot no-build setbacks)
- ☐ Samples of existing vegetation in required buffers (with root protection zones)
- ☐ Street trees (with calculations)
- ☐ Screening (with height, details, cross-sections, etc.)
- ☐ Lighting, water, sewer, storm drainage systems, and easements (half-toned) to check for conflicts
- ☐ Planting details (for trees, shrubs, and groundcover)
- ☐ Fences, walls and/or berms (with height and details)

Proposed Conditions – Architectural Drawings

- ☐ **Compliance with Applicable Standards:** Please refer to the specific standards that may apply to your project. Applicants are required to show how their project is in compliance with the applicable standards as follows.
 - **Unified Development Ordinance Section 7.3.1 Compliance:** Applies to all non-industrial facilities with exterior elevations greater than 100 feet in total length or diameter and visible from a public right-of-way or adjacent residential property.
 - **Development Plan Compliance:** Applies to properties which have, as part of their zoning, an approved Development Plan with either text or graphic design guidelines or commitments.
 - **Design District Compliance:** Applies to properties located in a Design District, where specific architectural standards apply.
 - **Neighborhood Protection Overlay:** applies to properties designated with a Neighborhood Protection Overlay with their zoning, such as Tuscaloosa Lakewood, and where specific standards apply as a part of that overlay.
- ☐ Drawings must be to scale and have a graphic scale (1 inch to 32 feet or larger).
- ☐ All sheets in the submittal must be the same size (maximum sheet size: 24" x 36").
- ☐ Building elevations (to show compliance with development plan design guidelines, to demonstrate compliance with UDO Section 7.3.1, or to show compliance with a Design District Zoning)
- ☐ Parking structure floor plan layout
- ☐ Floor plans for places of worship (showing square footage of assembly areas), schools (showing square footage of administrative spaces and number of classrooms) or daycares (showing square footage of indoor play areas)
- ☐ Exterior Elevations, with total building height and finish floor elevations labeled
- ☐ Ground Level Floor Plan or Building Footprint, with building dimensions labeled (for additions or new construction only)
- ☐ All building materials must be labeled.

Additional Drawing Content – Design District Projects:

- ☐ Label Frontage Types for each building façade
- ☐ Dimensions and calculation for podium height, including width of streetscape (from building face to building face)
- ☐ Dimensions and calculations for corner tower elements
- ☐ Dimensions and calculations for upper story step-backs
- ☐ Additional height amenities listed and labeled, if used
- ☐ Glazing calculations

Associated by-right variations and other forms or requests

- ☐ Street trees within the right-of-way
- ☐ Hazardous materials, diesel/gas fueled generator associated application section (see above)
 - ☐ Spill prevention counter measures plan

VII. SUBSTITUTE REQUIREMENTS FOR AMENDMENTS TO EXISTING SITE PLANS

Site Plans that are also amendments to previously approved plans must contain the following minimum elements and information. Additional upgrades to existing facilities may be required based on rational nexus. See below.

- ☐ Provide an overall context plan of the larger site showing area of proposed development.
- ☐ On a detailed plan show existing features, buildings, and elements that are within 50 feet of the proposed development (recent survey recommended).
- ☐ Update any site data, including parking calculations, building square footages, etc.
- ☐ Provide documented history of impervious surfaces, with dates installed, in order to determine requirements.
- ☐ Provide tree coverage somewhere on site equal to the required percentage based on the proposed development.
- ☐ Document determination of whether or not a Traffic Impact Analysis or Stormwater Impact Analysis is required.
- ☐ Determination of rational nexus of proposed improvements to need for new sidewalks on site or within public right-of-way may be requested.
- ☐ Provide written justification for the scope of work if it does not include upgrading all landscaping (including but not limited to buffers, VUA landscaping, etc.), lighting, parking, bicycle parking, sidewalks (internal and external), trash or service areas, etc. with basis for rational nexus argument.